

2004

LICENSE AND APPOINTMENT RENEWAL INFORMATION

Individual Producer (Agent) Renewals - AND - Adjuster Renewals

Renewal notices for individual resident and non-resident producers (agents) and adjusters will be mailed around April 1st to the address on record with the West Virginia Insurance Commissioner's office. In order to renew a West Virginia Individual Producer or Adjuster License for the period beginning June 1, 2004, the payment stub and fee in the amount of \$25.00 must be received by the Offices of the West Virginia Insurance Commissioner on or before May 14, 2004. A return envelope will be provided for return of the payment stub and \$25.00 renewal fee. The unaltered payment stub **MUST** be included with payment. Each payment stub is for use by the named individual only. The payment stub should not be reproduced or altered for use by any other producer. Alterations of stubs or remittances of payments for producers not matching the stub information could result in crediting of renewals to the wrong accounts. Individuals who have not received a notice by April 16th should contact this office to order their individualized renewal.

The DEADLINE for receipt of the renewal payment stub and fee will be May 14, 2004. The payment must be RECEIVED by that date, not postmarked. This deadline for receipt cannot be extended.

Non-payment or non-receipt of the renewal and fee will constitute non-renewal of the license effective 5-31-2004. Producer licenses that are not renewed will result in notification of cancellation of appointments being mailed to all insurance companies the producers were actively appointed to represent at the time of non-renewal.

Non-Residents will not be required to submit a Letter of Certification with the renewal. Submission of the renewal stub and fee will serve as an attestation that the non-resident is currently licensed and in good standing in their home state.

Producers who do not wish to renew their licenses are not required to return the notice or contact the Insurance Commissioner's office. Non-receipt and non-payment of the renewal will constitute non-renewal of the license effective May 31, 2004.

Renewed licenses will be effective 6-1-2004 and will be mailed within ten (10) working days after the renewal fee has been processed. The license card will be mailed to the address on record with the West Virginia Insurance Commissioner's office.

Company Appointment Renewals

Company appointment renewal information will be mailed in June to all insurance companies. A renewal invoice and corresponding list of producers will be provided to each insurance company that has producers actively appointed as of the date of the invoice. The invoice and a check for the amount listed will be required to be returned to this office. Terminations from this list or adjustments to the invoice will not be permitted.

Appointments for producers that do not renew their licenses will be terminated effective 5-31-2004. A list of all terminated appointments will be included with the renewal invoice - the terminated producers will not be included in the invoice amount.

Agents Licensing & Education will make every attempt to have any appointment terminations received via paper processed prior to the date the renewal invoice is generated (approximately June 1, 2004). If terminations are submitted electronically thru NIPR/NAIC's authorized business partners, insurance companies should take steps to ensure that electronic terminations are submitted in sufficient time to be processed prior to June 1, 2004, to avoid being billed for those producer appointments.

2004 BUSINESS ENTITY (AGENCY) RENEWALS

Renewal notices for resident and non-resident BUSINESS ENTITIES (AGENCIES) will be mailed approximately May 17, 2004 to the address on record with the West Virginia Insurance Commissioner's office. To renew a West Virginia Business Entity for the license year July 1, 2004 thru June 30, 2005, the renewal notice and fee in the amount of \$200.00 must be received by the Offices of the West Virginia Insurance Commissioner on or before June 18, 2004.

The DEADLINE for receipt of the renewal notice and fee will be June 18, 2004. The payment must be RECEIVED, not postmarked, by that date. This deadline for receipt cannot be extended.

Non-payment or non-receipt of the renewal and fee will constitute non-renewal of the license effective 6-30-2004.

ATTENTION - Non-Resident Corporations or Non-resident LLPs or LLCs

Non-Resident Corporations or Non-Resident LLPs or LLCs are required to be registered with the West Virginia Secretary of State (www.wvsos.com). Any Non-Resident Corporation or Non-Resident LLP or LLC that submits the renewal fee is, in effect, attesting that the entity is registered with the West Virginia Secretary of State. Sanctions for non-compliance could include a fine and/or revocation of license.

Non-Resident entities will not be required to submit a Letter of Certification if renewing the license. Submission of the renewal stub and fee will serve as an attestation that the non-resident entity is currently licensed and in good standing in its home state.

Renewed licenses will be effective 7-1-2004 and will be mailed within ten (10) working days after the renewal fee has been processed. The license card will be mailed to the address on record with the West Virginia Insurance Commissioner's office.